

NB This excludes data that is required to be in the public domain and therefore member contact details



PURPOSE	WHO	Type	WHAT	Source	Lawful Basis	Originally	Updated	WHEN	Retention Period	Determined By	WHERE	SECURITY	Data Breach Reporting	Risks/Issues Arising	Action Required	
STAFF ADMINISTRATION	Current Employees	Name	Individual	Contract	Appointment	When change notified	When change notified	Document Retention Policy - Staff records retained for 6 years after termination unless ongoing litigation	Employment / limitation law / standard practice	Manual records at Clerks Home Office, plus desktop computer	Manual records at home office in locked cabinet with only authorised access in locked room, computer password protected/anti-virus protection/ but other security issues as highlighted by DPO GDPR report	Yes if bank details, passport information, disciplinary, tax etc information is breached	Legacy data held on employees is over 6 years old. No internal privacy notice. No data sharing agreements with third parties. Issues raised in GDPR march 2018 report	Identify all manual and electronic personal data held for previous employees and, using time limits in document retention policy, shred manual info and delete permanently all electronic personal data. Improve manual document security as per GDPR report. Implement information security measures in DPO GDPR report. Data sharing agreements needed with all third party processors. Internal privacy notice needed		
		Address	Individual	Contract	Appointment	When change notified	When change notified									
		Contact Details	Individual	Contract	Pre-appointment	No	Three Years									
		CV	Individual	Contract	Pre-appointment	No	Three Years									
		References	3rd party	Contract	Pre-appointment	No	Three Years									
		DSS check	Individual	Contract	Pre-appointment	No	Three Years									
		Passport Details	Individual	Contract	Pre-appointment	No	Three Years									
		Appraisals	Individual	Contract	Pre-appointment	No	Three Years									
		Annual Leave	Individual/3rd party	CONTRACT	CONTRACT	As required	As required									
		Disciplinary	Individual/3rd party	CONTRACT/TAX LAW	CONTRACT	As required	As required									
Tax/ NIC ref	Individual	Contract/TAX LAW	CONTRACT	As required	As required											
Bank Account	Individual	Contract/TAX LAW	CONTRACT	As required	As required											
Pension Details	Individual	Contract/TAX LAW	CONTRACT	As required	As required											
Name & address	3rd party	Vital Interests	Appointment	Regularly	Regularly											
Emergency Contact	3rd party	Vital Interests	Appointment	Regularly	Regularly											
Complaints and enquiries	Residents of the parish	Name	Individual	Public Task	Date of enquiry	When change notified	When change notified	Computer and manual records at clerks office. Consent is required to pass onto third parties	not in retention policy	not in retention policy	See above as per staff admin	only if ICO determines it is needed	not in retention policy. No standard approach to consent when sharing with third	Update retention policy and update inventory info. Standardise consent.		
		Address	Individual	Public Task	Date of enquiry	When change notified	When change notified									
		Contact Details	Individual	Public Task	Date of enquiry	When change notified	When change notified									
Grants	Individual grant applicants	Name	Individual	Public Task	On receipt of grant application form	When change notified	When change notified	manual records at clerks office	not in retention policy	not in retention policy	See above as per staff admin	only if ICO determines it is needed	not in retention policy	Update retention policy and update inventory info		
		Address	Individual	Public Task	On receipt of grant application form	When change notified	When change notified									
		Contact Details	Individual	Public Task	On receipt of grant application form	When change notified	When change notified									
Electoral Roll	All electors	Name	Individual	Public Task	from principal council	not TC responsibility	not in retention policy	not in retention policy	manual records at clerks office	See above as per staff admin	probably - would need to consult ICO	not in retention policy	Update retention policy and update inventory info			
		Address	Individual	Public Task	from principal council	not TC responsibility	not in retention policy	not in retention policy								
CCTV	Personal Images	Name	Individual	Public Task - power is s17 Crime and Disorder Act 1998	when image captured	n/a	28 days	cctv system	cctv system drive	locked room plus secure login	probably - would need to consult ICO	no CCTV policy/not adopted cctv code practice/ CCTV sign damaged	Adopt cctv policy and code of practice, update signs to reflect GDPR requirements			
		Address	Individual	Public Task - power is s17 Crime and Disorder Act 1998	when image captured	n/a	28 days	cctv system	cctv system drive	locked room plus secure login	probably - would need to consult ICO	no CCTV policy/not adopted cctv code practice/ CCTV sign damaged	Adopt cctv policy and code of practice, update signs to reflect GDPR requirements			